

**Delta College**  
**Board of Trustees Regular Meeting**  
**Delta College Downtown Midland Center**  
**Tuesday, May 9, 2023**  
**7:00 p.m.**

<b>BOARD PRESENT</b>	A. Clark, S. Gannon, B. Handley-Miller, D. Middleton, M. Nash, M. Thomas, M. Wood
<b>BOARD ABSENT</b>	A. Baldwin, M. Rowley
<b>OTHERS PRESENT</b>	R. Battinkoff, T. Brown, J. Carroll, P. Clark, R. Curry, S. DuFresne, J. Foco, J. Garn, M. Gavin, L. Govitz, D. McQuiston, W. Ramirez, P. Ross McClain, K. Schuler, A. Ursuy, J. Young
<b>PRESS PRESENT</b>	None
<b>CALL TO ORDER</b>	Board Chair Thomas called the meeting to order at 7:04 p.m.
<b>APPROVAL OF THE AGENDA</b>	Board Chair Thomas asked for a motion to approve the agenda.  M. Nash made a motion to approve the agenda. A. Clark seconded the motion.  Motion passed unanimously.
<b>PUBLIC COMMENT</b>	Board Chair Thomas called for public comment.
<b>TREASURER'S REPORT</b>	S. DuFresne said that the Board has received the financial statements for the month ended April 30, 2023. At this time there are no major variances to report. The Administration is preparing the budget for 2023-2024 and will present it to the Board for approval at the June meeting.
<b>CONSENT AGENDA</b>	Board Chair Thomas called for approval of the consent agenda.  D. Middleton made a motion to approve the consent agenda. S. Gannon seconded the motion. The Board voted to unanimously approve the consent agenda resulting in:  Acceptance of Minutes: 1. Board Regular Meeting, April 11, 2023

**APPROVAL OF  
MAINTENANCE  
CONTRACT FROM  
CARAVAN  
FACILITIES  
MANAGEMENT  
(BA5491)**

It is the recommendation of the Administration that the Board of Trustees approve the cleaning services at the downtown centers with Caravan Facilities Management for a three-year period, at an annual cost of \$129,992.55, and a total cost over the three-year period of \$389,977.65.

S. Gannon made a motion to approve the recommendation. D. Middleton seconded the motion.

A. Clark asked if there is a penalty for early termination of the contract. J. Foco said that the College has the ability to get out of the contract with notice. A. Clark said that he has not had a pleasant past experience with Caravan.

The Board voted to approve the motion with a vote of 6 in favor. A. Clark voted against the motion.

**APPROVAL OF  
LEARNING  
MANAGEMENT  
SYSTEM (LMS) FOR  
D2L (BA5492)**

It is the recommendation of the Administration that the Board of Trustees approve a three (3) year agreement for D2L of Kitchener, Ontario Canada, for the College's learning management system at a cost of \$155,479.58 for Year 1, \$143,766.97 for Year 2 and \$158,328.99 for Year 3.

M. Nash made a motion to approve the recommendation. A. Clark seconded the motion. Motion passed unanimously.

**APPROVAL OF  
MICROSOFT  
ENROLLMENT FOR  
EDUCATION  
SOLUTIONS  
AGREEMENT FROM  
LOGISOFT  
(BA5493)**

It is the recommendation of the Administration that the Board of Trustees approve the (3) year agreement to Logisoft, at a cost of \$116,213.19, for Year 1, \$116,213.19 for Year 2 and \$116,213.19 for Year 3. The costs are based on the TIPS contract which will be funded out of the Office of Technology budget.

M. Wood made a motion to approve the recommendation. A. Clark seconded the motion. Motion passed unanimously.

**APPROVAL OF  
CAMPUS PLANNING  
SERVICES PROJECT  
FROM  
TOWERPINKSTER  
(BA5494)**

It is the recommendation of the Administration that the Board of Trustees approve the selection of TowerPinkster for a total cost not to exceed \$183,000, plus reimbursable expenses not to exceed \$10,000, and authorize the Facilities Department and the Administration to complete the Campus Planning Services Project.

D. Middleton made a motion to approve the recommendation. S. Gannon seconded the motion.

M. Nash asked why the College did not choose SmithGroup noting that the College has had a longstanding positive relationship with the firm.

S. DuFresne said that three firms were interviewed. TowerPinkster was very well-versed in the work that we are trying to accomplish through this project. She noted that the cost is lower and that we have had positive experience with TowerPinkster. Projects include the A-wing renovation and the Downtown Midland Center project. S. DuFresne also noted that there was a lower bidder who did not demonstrate that they were ready to complete this project successfully.

Motion passed unanimously.

**APPROVAL OF  
ADMINISTRATIVE  
PROFESSIONAL AND  
SUPPORT STAFF  
COMPENSATION  
RECOMMENDATION  
FY 2023-2024  
(BA5495)**

It is the recommendation of the Administration that the Board of Trustees approve for fiscal year 2023-2024, an increase of 2.0% in the Administrative/Professional and Support Staff wage and salary schedule to be granted to individual staff in accordance with the performance management system calculation of annual increases and with the contribution to medical insurance premium remaining at 20% of the monthly illustrative rate. In addition, a \$250 dollar off-schedule payment will be made to these employee groups, if the College achieves an enrollment of 165,000 contact hours in the previous academic year.

A. Clark made a motion to approve the recommendation. S. Gannon seconded the motion.

M. Nash asked about the rising costs of healthcare and the impact on the College and employees. S. DuFresne reminded the Board that the College is self-funded. The plan year starts in January so we only have about a half year of information at this time. She said that she is anticipating a 7% increase.

The College uses an illustrative rate from Blue Cross Blue Shield and employees pay 20% of that rate.

Motion passed unanimously.

**REPORT OF  
EVALUATION AND  
COMPENSATION  
COMMITTEE**

D. Middleton said that the Evaluation and Compensation Committee met last week to discuss the process for the President's evaluation. She thanked Chair Thomas and M. Wood for serving on the committee with her.

D. Middleton reviewed the proposed timeline noting that the Trustees will have an 11 day window to complete the evaluation. She stressed the importance of timely completion as evaluating the President is one of the most important jobs the Trustees do.

She also noted that the evaluation will take place on May 23 as part of a special Board meeting. Kay Schuler will be working to find a time that works for Trustees.

D. Middleton pointed out that Dr. Gavin included a written request for the evaluation to take place in closed session in Board folders this evening.

**APPROVAL OF  
PRESIDENT'S  
EVALUATION  
TIMELINE  
(BA5496)**

D. Middleton asked for Trustee approval of the President's Evaluation Timeline as presented.

M. Wood made a motion to approve. A. Clark seconded the motion.

Motion passed unanimously.

**PRESIDENT'S  
REPORT**

D. Gavin welcomed James Perry who began his role as Dean of Enrollment & Access on May 8. He oversees enrollment services, including Admissions, Records & Registration and Financial Aid. Prior to Delta, he served as Director of Admissions and Recruitment at Tuskegee University. James holds a B.A. in Psychology from Tuskegee University, as well as a B.A. in Pastoral Ministry from Aeon Bible College. He is currently working on his Ph.D. in Integrative Public Policy and Development at Tuskegee University.

**Enrollment Report**

The spring/summer semester started yesterday. As of today, 3,523 students are enrolled. The College projected 18,636 contact hours for the spring semester and we are at 142 percent of budgeted projection (26,443 contact hours). The official count date is May 18.

Registration has begun for the fall semester. Currently, 3,506 students are registered. The College projected 71,851 contact hours for the fall semester and are at 48 percent of the budgeted projection.

**Information Sharing**

- Dr. Gavin announced a new 3+1 Bachelor of Science in Nursing Traditional Completion Articulation Agreement with SVSU.
  - This special agreement has been created for purposes of the Michigan ADN to BSN Grant Fund opportunity provided to Michigan Community Colleges through the Michigan Department of Labor and Economic Opportunity, Office of Sixty by 30.
  - The Bachelor of Science in Nursing program is designed to provide a natural transition from the associate's degree to the baccalaureate level completion program. Students must have an associate's degree in nursing and an unencumbered Registered Nurse (RN) license to be admitted into the program.

- Dr. Gavin congratulated the recipients of the Endowed Teaching Chair Awards.
- Dr. Pam Ross McClain, Chief Officer of Culture, Belonging, and Community Building  
Project: BEDI - FOR2CE - Belonging, Equity, Diversity, and Inclusion Facilitators of Organizational Relearning and Restructuring to Create Excellence  
Project Description: The peer-to-peer learning project will create BEDI related professional development activities for employees. They will become facilitators of BEDI learning.  
Recipient: Dr. Bob Zimmerman Award
- Trisha O'Connor and Ray Lacina, English Professors  
Project Title: Teaching and Learning with Artificial Intelligence: ChatGPT and Gamification  
Project Description: Explore the intersection of the generative AI, large-language model ChatGPT and gamification to motivate authentic student learning. We believe in "Adapt, Don't React" and want to reframe artificial intelligence challenges as opportunities for student engagement through innovative pedagogy, authentic assessment, and a stimulating gaming environment.  
Recipient: Karen MacArthur Award
- Lisa O'Laughlin, Associate Professor in Office Administration and Technology  
Project Title: "IT" is Time: Upgrading the Virtual Assistant's Information Technology Toolbox  
Project Description: Virtual Assistant Certificate needs to bring "IT" (Information Technology) into the course, especially social media/email marketing and SEO.  
Recipient: Donald and Betty Carlyon Award
- Natascha Rivet, Mathematics Professor; Danielle Petersen, TLC/Testing Center Manager; Laura Schmidt, TLC Student Development Assistant; Joshua Zieroff, TLC Learning Consultant  
Project Title: Mastering Math in a Minute: 60 Seconds to a Super Semester  
Project Description: Project collaborators will develop and distribute 15 weekly videos (and handouts) of evidence-based strategies to enhance math student success, with extend faculty learning through suggested supplemental activities.  
Recipient: Donald and Betty Carlyon Award
- Thanks to the Trustees who were able to attend our recent celebrations.

- Presidential Honors Scholarship Welcome Dinner - Chair Thomas
  - Employee Awards Banquet - Chair Thomas, Vice Chair Gannon, Trustee Handley-Miller
  - Student Graduate Award - Chair Thomas, Vice Chair Gannon, Trustees Handley-Miller, Middleton and Rowley
  - 112<sup>th</sup> Police Training Academy Graduation Ceremony - Vice Chair Gannon and Trustees Clark and Wood
  - Commencement and Pinning Ceremonies
- Upcoming events:
    - Next Board Meeting - Tuesday, June 13, Downtown Saginaw Center
    - MCCA Summer Conference - July 26-28, Grand Traverse Resort, Traverse City

**TRUSTEE  
COMMENTS**

M. Wood said that the presentation at dinner was fantastic. He also thanked D. Middleton for doing an excellent job in leading the Evaluation and Compensation Committee.

M. Nash said he is happy to see the partnerships that the Board has been asking for come to fruition. He also commented that commencement was excellent and said it was exciting to see the turnout from students, faculty, and staff.

S. Gannon said that she is excited for the Saginaw Academy for Excellence partnership. This partnership can be a model for other schools in the area.

S. Gannon congratulated graduates and endowed teaching chair recipients.

D. Middleton said that graduation was incredible. She said her favorite part is to see the excitement of the family and friends who support our graduates. She said she thinks the 3+1 with SVSU is excellent. D. Middleton closed her comments by asking "How can we grow (the Saginaw Academy program)?"

B. Handley-Miller congratulated graduates and said it was wonderful to be together at commencement.

B. Handley-Miller congratulated all who worked to create and implement the Saginaw Academy for Excellence partnership noting that it is excellent work.

B. Handley-Miller congratulated the endowed teaching chair recipients and saluted the women's soccer and basketball teams for their achievements.

A. Clark said that he had the opportunity to attend the Police Academy Graduation and was able to spend time talking to the students.

**CHAIR COMMENTS**

Chair Thomas thanked all in attendance. She congratulated the endowed teaching chair recipients. In addition, Chair Thomas congratulated the graduates and all faculty and staff who had a hand in their success.

Chair Thomas reminded the Board that MCCA Summer Conference is in July and Kay will be sending information.

She also said the Board Special Meeting for professional development with ACCT will take place on June 19.

Chair Thomas closed with a soft reminder as election season gets underway. Board members should not be speaking on behalf of the College.

**ADJOURNMENT**

There being no further business, Board Chair Thomas adjourned the meeting at 7:47 p.m.

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Andrea Ursuy, Board Secretary